



## State of Nevada – Department Of Personnel

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### CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>ENVIRONMENTAL SERVICES SUPERVISOR</b>	<b>38</b>	<b>B</b>	<b>10.565</b>

The Environmental Services Supervisor works under general direction to coordinate, plan, direct and manage environmental activities of the Natural/Social Sciences and Water Quality sections in the Nevada Department of Transportation's (NDOT) Division of Environmental Services; provide expertise in assigned specialty areas of environmental concern; coordinate public hearings for the Department of Transportation; track all environmental regulatory clearances required for NDOT projects, and produce all environmental documents required under the National Environmental Protection Act (NEPA) and associated laws and regulations; update each division's consultant files through annual advertisements.

Review all statewide NDOT construction and maintenance projects for impact in assigned specialty areas such as biological, water quality, economic, land use, and social; organize and lead multi-disciplinary meetings with project managers, engineers, and relevant environmental specialists to anticipate impacts, and plan environmental studies, mitigation, monitoring and compliance activities for each specific project; establish project review strategies and schedules to enable projects to meet targeted advertising date and minimize construction delays.

Direct and manage subordinate staff; develop work performance standards and prepare written performance evaluations; resolve personnel issues and implement corrective disciplinary action when necessary.

Represent the division at various hearings, meetings, conferences, and public new media interviews; provide information and answer questions concerning federal and state rules and regulations and division policies, procedures and programs to federal and state regulatory and resource agencies.

Oversee and participate in determination of impact and development of mitigation plans where necessary for specialties within the Natural/Social Sciences and Water Quality section.

Track, report on, and secure official clearances required for each project in all environmental disciplines represented in all sections in the Division (clearances impact project timelines and can significantly affect the cost and viability of a project).

Oversee and participate in the preparation of documents required by the National Environmental Policy Act (NEPA) for each transportation project including (depending on degree of environmental impact) Categorical Exclusions, Environmental Assessments, or Environmental Impact Statements; coordinate the substantial research, analysis, public comment, documentation, and technical reports in various environmental specialties which is required in addition to the primary document.

Collaborate with professionals and managers throughout NDOT to clarify project parameters, advise on environmental compliance requirements, and determine the most appropriate means of achieving compliance; coordinate with state and federal regulatory and resource agency staff to ensure environmental compliance; participate in the development of interagency agreements with other state, federal, and local entities to formalize working relationships and define commitments.

Direct monitoring and inspection activities to verify the compliance of individual projects with legally and financially binding environmental commitments; organize and provide training for departmental staff on environmental compliance topics.

Coordinate public hearings/meetings for NDOT concerning environmental impact, the promulgation of regulations by the Department, or transportation planning; participate in determining whether public hearing is advisable or legally required; select hearing location; ensure hearings are conducted in compliance with relevant legal requirements, including public notice, individual mailings to parties directly affected, accessibility to persons with disabilities, having a court reporter present, ensuring transcripts and/or minutes are prepared, and that written responses to written or transcribed comments are prepared; develop or coordinate the development of written and graphic presentations of hearing topic; manage media contacts in relation to public hearings; arrange for technical experts to be present as needed; conduct hearings to facilitate orderly exchange of information between the department and the interested public.

Supervise professional staff in environmental research, development and negotiation of mitigation and monitoring plans, and writing of environmental documents; determine when to use outside consultants to supplement staff availability; develop agreements with consultants, monitor progress and approve payment; develop requests for proposals and organize selection process as needed.

Develop and monitor section budget and training needs; oversee development of project cost estimates for environmental studies, mitigation, monitoring, etc; act on behalf of the Division Chief as assigned; participate in establishment of divisional goals and objectives.

Perform related duties as assigned.

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### MINIMUM QUALIFICATIONS

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university in environmental studies, natural sciences, resource economics or a closely related field and five years of previous experience in evaluating or regulating the impact of governmental or private industry projects on the environment; **OR** an equivalent combination of education and experience.

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Detailed knowledge of:** applied environmental mitigation techniques in the natural and social science disciplines. **Working knowledge of:** supervisory techniques including training, work assignment and review, employee evaluation and discipline. **Basic knowledge of:** engineering principles applicable to roadway and bridge projects and associated environmental concerns. **Ability to:** compose clear, concise business correspondence, technical reports, legal documents, and public information materials; communicate effectively with persons from various social, ethnic, cultural, economic and educational backgrounds including specialists in a variety of areas, persons at all levels of the organization, regulatory agency staff, the media, and the public to present information, explain procedures and persuade others; facilitate orderly exchange of information between parties with conflicting views; identify core issues and the range of alternatives for addressing problems; negotiate and develop solutions that consider the needs of all concerned parties; make public presentations; read and interpret technical, legal and scientific documents such as specifications, regulations, contracts, and research reports; perform standard mathematical operations for use in budget development and monitoring, contractual agreements, and evaluating survey findings and field or laboratory tests; analyze information, technical data, problems, situations, practices and procedures to define and resolve problems and issues and make appropriate decisions; establish and respond flexibly to multiple shifting priorities which reflect the relative importance of job responsibilities; interpret and enforce department and division policies and rules; manage and motivate professional employees; estimate the costs of a project; analyze, identify and implement more effective methods of work operation; prepare and administer a budget for environmental mitigation and monitoring programs.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**Detailed knowledge of:** state and federal laws, rules and regulations pertaining to pollution control; the environmental mitigation and compliance process and the function of regulatory agencies; state and federal requirements affecting the public hearing process; the goals and objectives of the division and department; internal and external sources of information . **Working knowledge of:** federal, state, and local environmental laws and regulations relating to the Environmental Services Division's functions. **Knowledge of:** project scheduling techniques and internal Department scheduling procedures; budget development and monitoring techniques; personal computers and associated software; state purchasing regulations.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

10.565

ESTABLISHED:	10/25/74
REVISED:	08/27/76
REVISED:	10/16/78-3
REVISED:	05/17/85
REVISED:	07/01/87P
	01/30/87PC
REVISED:	11/13/87-3
REVISED:	12/14/89R
	07/06/90PC
REVISED:	07/01/93P
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